

ASSIGNMENT 1

Textbook Assignment: “The Military Postal Service,” chapter 1, pages 1-1 through 1-19.

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| <p>1-1. The Military Postal Service has which of the following missions?</p> <ol style="list-style-type: none">1. To provide service to the DOD agencies in support of DOD missions2. To operate military post offices in areas where the USPS does not operate3. Both 1 and 2 above4. To relieve the USPS of accountability when military mail is handled for overseas transport <p>1-2. The ultimate goal of the Military Postal Service is to provide a level of service equal to that provided by the USPS to the civilian population of the United States.</p> <ol style="list-style-type: none">1. True2. False <p>1-3. The Military Postal Service is an extension of which of the following agencies?</p> <ol style="list-style-type: none">1. The U.S. Postal Service2. The Military Postal Service Agency3. The Department of the Navy4. The Department of the Army <p>1-4. The single manager for military postal matters is what official?</p> <ol style="list-style-type: none">1. The Secretary of the Navy2. The Secretary of the Air Force3. The Secretary of the Army4. The Secretary of Defense | <p>1-5. The Department of Defense’s single point of contact with the U.S. Postal Service is what official?</p> <ol style="list-style-type: none">1. The Executive Director, Military Postal Service Agency2. The Secretary of the Army3. The Secretary of the Navy4. The Secretary of Defense <p>1-6. The Military Postal Service includes which of the following components?</p> <ol style="list-style-type: none">1. Army, Air Force, and Navy only2. Navy, Marine Corps, and Coast Guard only3. Air Force, Navy, Marine Corps, and Coast Guard only4. Army, Air Force, Navy, Marine Corps, and Coast Guard <p>1-7. The Military Postal Service operates according to which of the following policies?</p> <ol style="list-style-type: none">1. The postal laws of the United States2. U.S. Postal Service regulations and instructions3. Directives issued by the Department of Defense, MPSA, and the military departments4. All of the above <p>1-8. The MPSA is composed of a joint staff of Army, Navy, Air Force, and Marine Corps postal personnel, and DOD civilian employees, and is headquartered in Alexandria, VA.</p> <ol style="list-style-type: none">1. True2. False |
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- 1-9. What publication(s) should you consult for more information concerning the USPS/DOD postal agreement?
1. DOD Postal Manual, volume I
 2. OPNAVINST 5112.6
 3. USPS Publication 247
 4. USPS Publication 38
- 1-10. Where in this TRAMAN should you look for the meaning of an unfamiliar postal term?
1. Index
 2. Glossary
 3. Text
 4. Appendix
- 1-11. What publication contains the USPS service commitments?
1. Postal Operations Manual
 2. National Five-Digit ZIP Code and Post Office Directory
 3. Administrative Support Manual
 4. Domestic Mail Manual
- 1-12. Courteous and efficient service are of prime importance in which of the following military postal clerk's responsibilities?
1. Maintaining records and preparing reports
 2. Providing security of postal effects
 3. Conducting window clerk functions with the public
 4. Performing postal supply clerk duties
- 1-13. The postal facilities at the San Francisco and New York gateways are designated as which of the following activities?
1. Joint Military Postal Activity-Atlantic
 2. Joint Military Postal Activity-Pacific
 3. Both 1 and 2 above
 4. Joint Military Postal Coordinators
- 1-14. Both Joint Military Postal Activities act as the single point of contact for the MPSA with what organization?
1. The Department of Defense
 2. The U.S. Postal Service
 3. The Department of the Navy
 4. The Department of the Army
- 1-15. The Joint Military Postal Activity-Atlantic has subordinate elements in what location(s)?
1. Miami, FL, only
 2. Jacksonville, FL, only
 3. Miami and Jacksonville, FL
 4. Charleston, SC
- 1-16. The Joint Military Postal Activity-Pacific has subordinate elements in what location(s)?
1. San Diego, CA
 2. Seattle, WA
 3. Hawaii
 4. Seattle WA, and Hawaii
- 1-17. Which of the following facilities provides the AMF/AMC with instructions for dispatching and transporting APO and FPO mail?
1. BMCs
 2. MPOs
 3. JMPA's
 4. FMCs
- 1-18. How many Bulk Mail Centers are located in the United States?
1. 3
 2. 6
 3. 12
 4. 21

1-19. Military Post Offices located in the United States may be a branch of a local civil post office.

1. True
2. False

1-20. A military activity established primarily to serve as a place to receive, distribute, consolidate, transfer, and dispatch military mail for transportation to, from, and within overseas areas, commands, and ships, is designated as what type of facility?

1. Fleet mail center
2. Joint military postal activity
3. Bulk mail center
4. Airport mail facility

1-21. An overseas military mail facility responsible for the receipt, distribution, transfer, and dispatch of military mail by air between overseas areas or to or from the United States is designated as what type of activity?

1. Airport mail Facility
2. Bulk mail facility
3. Airport mail center
4. Aerial Mail Terminal

1-22. How you handle your incoming and outgoing mail will, in a large measure, decide the reputation of your post office.

1. True
2. False

1-23. All the following values are important to the military postal clerk. What value is a key factor in developing your technical leadership?

1. Integrity
2. Honesty
3. Dependability
4. Neatness

1-24. Integrity and financial responsibility only pertain to a military postal clerk's professionalism and not to his or her personal life.

1. True
2. False

1-25. Navy personnel to be designated as military postal clerks must meet which of the following qualifications?

1. Be a U.S. citizen
2. Possess high moral standards and excellent military bearing
3. Be financially responsible
4. All of the above

1-26. What publication lists the procedures for designating military postal clerks?

1. Department of Defense Postal Manual, Volume I
2. Administrative Support Manual
3. Postal Operations Manual
4. All the above

1-27. A military postal clerk is a person of the U.S. Armed Forces who has been officially designated and authorized by public law to perform postal finance functions and other postal duties.

1. True
2. False

1-28. In the absence of the primary military postal clerk, which of the following individuals is responsible for carrying out postal functions?

1. The alternate military postal clerk
2. The postal officer
3. The custodian of postal effects
4. The money order auditing officer

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| A. | Postal officer |
| B. | Financial postal clerk |
| C. | Mail Clerk |
| D. | Postal Assistance Advisors |
| E. | Monies Audit Board |
| F. | Reserve custodian |
| G. | Money order verification officer |
| H. | Custodian of postal effects |
| I. | Mail Orderly |

IN ANSWERING QUESTIONS 1-29 THROUGH 1-37, SELECT THE APPROPRIATE DESIGNATION FROM THE ABOVE BOX THAT CORRESPONDS WITH THE JOB DESCRIPTION GIVEN IN THE QUESTION. EACH RESPONSE IS USED ONCE.

1-29. An individual assigned to do mail duties at unit mailrooms.

1. B
2. C
3. H
4. I

1-30. An individual from a division aboard ship, designated to pick up mail from the post office.

1. C
2. F
3. H
4. I

1-31. A DOD civilian employee overseas who performs postal duties.

1. A
2. B
3. E
4. H

1-32. Accountable for the stamp stock and other postal effects issued by the USPS.

1. A
2. D
3. F
4. H

1-33. Designated by the commanding officer to hold a portion of the assigned stamp stock.

1. A
2. D
3. F
4. G

1-34. Performs the daily audit of money order business report.

1. A
2. D
3. E
4. G

1-35. Designated by the commanding officer with responsibility for the overall supervision of the command postal operation.

1. A
2. C
3. F
4. H

1-36. Performs monthly audits of command post office.

1. B
2. D
3. E
4. G

- 1-37. A senior Navy postal clerk or DOD civilian employee assigned to provide guidance concerning post office operations.
1. A
 2. D
 3. E
 4. F
- 1-38. In addition to meeting the qualifications for a military postal clerk, Navy personnel scheduled to attend the Postal Clerk A school must have at least how much remaining active duty service after completion of the course?
1. 1 year
 2. 2 years
 3. 3 years
 4. 4 years
- 1-39. Which of the following publications is issued by the Military Postal Service Agency?
1. The Department of Defense Postal Manual
 2. The Navy Postal Finance Office Handbook
 3. The Department of the Navy Postal Instruction
 4. The Postal Operations Manual
- 1-40. The Navy Postal Finance Office Handbook is issued by NAVSUP to supplement which of the following instructions.
1. The Department of Defense Postal Manual
 2. The Department of the Navy Postal Instruction
 3. Both 1 and 2 above
 4. The Postal Operations Manual
- 1-41. For which of the following purposes does the Department of the Navy publish a separate postal instruction?
1. To advise USPS personnel on the appropriate routing of Navy mail
 2. To address Navy unique situations and give additional guidance in the administration of Navy postal operations
 3. To assist MPSA in understanding Navy unique mail handling situations
 4. To establish Postal Clerk manning requirements for shore activities where civil postal facilities are available
- 1-42. Which of the following is NOT a module in the Domestic Mail Manual?
1. Addressing
 2. Forwarding and Related Services
 3. Retail Management
 4. Postage and Payment Methods
- 1-43. Detailed information concerning international postal rates is contained in what publication?
1. The Domestic Mail Manual
 2. The Postal Operations Manual
 3. The Department of Defense Postal Manual
 4. The International Mail Manual

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| A. | HDBK PO-502 |
| B. | PUB 52 |
| C. | POM |
| D. | PUB 65-A |
| E. | HDBK T-7 |
| F. | ASM |
| G. | HDBK PO-514 |

IN ANSWERING QUESTIONS 1-44 THROUGH 1-50, SELECT THE APPROPRIATE PUBLICATION FROM THE ABOVE BOX THAT CORRESPONDS WITH THE DESCRIPTION GIVEN IN THE QUESTION. EACH RESPONSE IS USED ONCE.

1-44. Contains policies and procedures for USPS administrative and support functions.

1. B
2. C
3. F
4. G

1-45. Contains policies and procedures for the operational functions of the USPS post offices.

1. A
2. C
3. E
4. F

1-46. Furnishes correct and current ZIP Codes and mailing information.

1. B
2. C
3. D
4. F

1-47. Used to determine the mailability of hazardous, restricted, and perishable materials.

1. A
2. B
3. E
4. G

1-48. Used by USPS, air carriers, and DOD personnel when handling, processing, dispatching, and transporting military mail by air.

1. A
2. C
3. E
4. G

1-49. Contains procedures for properly handling empty equipment.

1. A
2. C
3. F
4. G

1-50. Used by overseas military postal activities for processing Express Mail.

1. A
2. B
3. E
4. G

1-51. Which of the following would NOT be used when ordering postal supplies?

1. PUB 65-A
2. PUB 223
3. PUB 247
4. HDBK PO-423

- 1-52. The Postal Bulletin provides which of the following information?
1. Changes to USPS manuals
 2. Stolen money order lists
 3. Information of general interest to postal personnel
 4. Each of the above
- 1-53. At what time should Postal Bulletins be purged from MPO files?
1. Each month
 2. Each quarter
 3. Either 1 or 2 above, depending upon the space the bulletins take up
 4. After the Postal Bulletins are at least 1 year old
- 1-54. Which of the following publications provides an alphabetical list of ships by name and the correct mailing address?
1. The Department of Defense Postal Manual
 2. The Standard Navy Distribution List
 3. The Department of the Navy Postal Instruction
 4. The USPS Postal Bulletin
- 1-55. What types of Navy directives are issued through the Navy Directives Issuance System?
1. Instructions and bulletins
 2. Notices and instructions
 3. Instructions and manuals
 4. Notices and bulletins
- 1-56. Personnel who are entitled to full use of a military postal facility are designated in the policy established by what organization?
1. Department of Defense
 2. U.S. Postal Service
 3. Civil Service Commission
 4. Military Postal Service Agency
- 1-57. When working at an overseas post office you should always be alert for unauthorized users of postal privileges.
1. True
 2. False
- 1-58. Which of the following organizations or personnel would normally be authorized MPO privileges at any overseas activity?
1. DOD non-appropriated fund activity
 2. Any active duty military personnel
 3. Both 1 and 2 above
 4. A foreign worker of the host country
- 1-59. Which of the following organizations would NOT normally be authorized postal privileges at an overseas MPO?
1. DOD-operated schools
 2. The American Red Cross
 3. Crew of an MSC ship
 4. A non-DOD contractor
- 1-60. What type or types of ID card, if any, would be issued to reserve personnel on inactive duty?
1. 2N, 2A, 2AF (Inactive)
 2. 2N, 2A, 2AF (Active)
 3. 2 (Retired)
 4. None
- 1-61. Which of the following identifications should be required by authorized users of postal privileges when the individual does not possess a military ID?
1. Drivers license
 2. American passport
 3. Travel orders
 4. Both 2 and 3 above